



Meeting Agenda

Civil Service Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Nicole Camus
360.753.8213

Tuesday, April 16, 2024

9:00 AM

Room 112

1. CALL TO ORDER

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

[24-0267](#) Approval of March 20, 2024 Civil Service Commission Meeting Minutes

Attachments: [Minutes](#)

4. PUBLIC COMMENT

During this portion of the meeting, community members may address the Advisory Committee or Commission regarding items related to City business, including items on the Agenda. In order for the Committee or Commission to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Committee or Commission where the speaker promotes or opposes a candidate for public office or a ballot measure.

5. ANNOUNCEMENTS

6. BUSINESS ITEMS

[24-0338](#) Approval of Entry Level Police Officer Register

Attachments: [EEO Stats Form](#)
[Entry Level Register](#)

[24-0340](#) Approval of Firefighter/Paramedic Register

Attachments: [EEO Stats Form](#)
[Firefighter-Paramedic Register](#)

[24-0341](#) Approval of Lateral Firefighter Register

Attachments: [EEO Stats Form](#)
[Lateral Firefighter Register](#)

7. REPORTS

8. OTHER TOPICS

9. ADJOURNMENT

Upcoming - Next Meeting May 21



City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

Civil Service Commission

Approval of March 20, 2024 Civil Service Commission Meeting Minutes

Agenda Date: 4/16/2024
Agenda Item Number:
File Number:24-0267

Type: minutes **Version:** 1 **Status:** In Committee

Title

Approval of March 20, 2024 Civil Service Commission Meeting Minutes



Meeting Minutes

Civil Service Commission

City Hall
601 4th Avenue E
Olympia, WA 98501
Contact: Nicole Camus
360.753.8213

Wednesday, March 20, 2024

9:00 AM

Room 112

1. CALL TO ORDER

The meeting was called to order at 9:05 am.

1.A ROLL CALL

Present: 2 - Chair Linda Villegas Bremer and Commissioner Oscar Soule

Excused: 1 - Commissioner Reiko Callner

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [24-0257](#) Approval of January 26, 2024 Civil Service Commission Meeting Minutes

The minutes were approved.

3.B [24-0258](#) Approval of February 20, 2024 Civil Service Commission Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT - None

5. ANNOUNCEMENTS - None

6. BUSINESS ITEMS

6.A [24-0251](#)

Commissioner Soule moved, seconded by Chair Villegas Bremer, to approve the entry-level firefighter hiring process as presented.

Aye: 2 - Chair Villegas Bremer and Commissioner Soule

Excused: 1 - Commissioner Callner

6.B [24-0250](#) Approval of Assistant Fire Chief Register

Commissioner Soule moved, seconded by Chair Villegas Bremer, to approve the certification of the Assistant Fire Chief Register effective March 20, 2024

Aye: 2 - Chair Villegas Bremer and Commissioner Soule

Excused: 1 - Commissioner Callner

7. REPORTS

Commissioner Soule reported that the next meeting will be April 16, 2024.

8. OTHER TOPICS**9. ADJOURNMENT**

The meeting adjourned at 9:24 am.

Upcoming

Accommodations



Civil Service Commission

Approval of Entry Level Police Officer Register

Agenda Date: 4/16/2024
Agenda Item Number:
File Number:24-0338

Type: decision **Version:** 1 **Status:** In Committee

Title

Approval of Entry Level Police Officer Register

Recommended Action

Staff Recommendation:

Move to approve the certification of the Entry Level Police Officer Register effective April 16, 2024

Report

Staff Contact:

Jason Winner, Sergeant, Olympia Police Department, 360.753.8300

Nicole Camus, Deputy HR Director, 360.753.8213

Background:

Based on Civil Service Rule V, Registers, Initial Eligibility Lists, initial eligibility lists were established with candidates who passed the Public Safety Testing written and physical exams. Thirty-six (36) candidates were invited to the phase 1 suitability assessment. Eleven (11) participated in the phase 1 suitability assessment, and four (4) passed. Four (4) candidates were invited to oral interviews, one (1) participated and one (1) passed the oral interviews.

One (1) candidate was male. One (1) candidate was White/Caucasian. The interview panel consisted of OPD Sergeant Aaron Ficek, OPD Sergeant Jonathan Leavitt, and Rance Leaders, community member.

Findings:

One (1) candidate passed the phase 1 suitability assessment and the oral interview and has been placed on the register in accordance with scores of 80.14-74.02

Policy Reference:

RCW 41.12.040(9), Organization of Commission-Secretary-Powers and Duties of Commission
Civil Service Rules, Rule IV, Examinations
Civil Service Rules, Rule V, Registers

Attachments:

EEO Stats Form

Entry Level Register

AGENCY: Olympia Police Department

April 16, 2024

CS Date[illegible]

Eligible Lists
Generated By: Telli Norton 1.23.24
Number of records: 10
Date range: 09/05/2022 - ?

Eligible List Name	Candidate Name	Total Score	Inc. Rank Active	step in hiring process	Register Expiration	Updates from CJTC/candidate communication
Entry Level Police	Burke, Cody	93.45%	1		4/16/2025	
Entry Level Police	Nicholson, Serena	74.02%	2		1/23/2025	In background (status update 4/11/24)
Entry Level Police						
Entry Level Police						
Entry Level Police						



Civil Service Commission

Approval of Firefighter/Paramedic Register

Agenda Date: 4/16/2024
Agenda Item Number:
File Number:24-0340

Type: decision **Version:** 1 **Status:** In Committee

Title

Approval of Firefighter/Paramedic Register

Recommended Action

Staff Recommendation:

Move to approve the certification of the Firefighter/Paramedic Register effective April 16, 2024

Report

Staff Contact:

Matt Morris, Fire Chief, Olympia Fire Department, 360.753.8300

Nicole Camus, Deputy HR Director, 360.753.8213

Background:

Based on Civil Service Rule V, Registers, Initial Eligibility Lists, initial eligibility lists were established with candidates who applied and met the assigned criteria for Firefighter-Paramedic positions. Fourteen (14) candidates applied and six (6) were invited to interview. Two (2) candidates participated in the interview, one (1) candidate could not be contracted, and three (3) candidates withdrew. One (1) candidate passed the interview and proceeded to the chief's interview. One (1) candidate has been placed on the register.

One (1) candidates were male. One (1) candidate was unknown race/ethnicity. The interview panel consisted of OFD BC Matt Gantenbein, OFD Lt Jeremy Fox, OFD Lt Kevin Maltz, OFD Lt Peter Gibney, OFD Firefighter Ryan Davis, and Nicole Anderson (OFD Admin/community member). Telli Norton from HR was also present in a monitor role.

Findings:

One (1) candidate passed the interview and chief's interview and has been placed on the register in accordance with scores of 80.14-74.02

Policy Reference:

RCW 41.12.040(9), Organization of Commission-Secretary-Powers and Duties of Commission
Civil Service Rules, Rule IV, Examinations
Civil Service Rules, Rule V, Registers

Attachments:

EEO Stats Form

Firefighter-Paramedic Register

AGENCY: Olympia Fire Department

April 10, 2024

Firefighter/Paramedic

[illegible]

Firefighter-Paramedic Eligible Lists

Generated By: Telli Norton 4.12.24

Number of records:

Date range: 04/08/24-04/11/2022

Eligible List Name	Candidate Name	Total Score	Inc. Rank Active	step in hiring process	Register Expiration
Firefighter-Paramedic	Joseph Harris	73.96%	1		4/16/2025
Firefighter-Paramedic					
Firefighter-Paramedic					
Firefighter-Paramedic					
Firefighter-Paramedic					



Civil Service Commission

Approval of Lateral Firefighter Register

Agenda Date: 4/16/2024
Agenda Item Number:
File Number:24-0341

Type: discussion **Version:** 1 **Status:** In Committee

Title

Approval of Lateral Firefighter Register

Recommended Action

Staff Recommendation:

Move to approve the certification of the Lateral Firefighter Register effective April 16, 2024

Report

Staff Contact:

Matt Morris, Fire Chief, Olympia Fire Department, 360.753.8300
Nicole Camus, Deputy HR Director, 360.753.8213

Background:

Based on Civil Service Rule V, Registers, Initial Eligibility Lists, initial eligibility lists were established with candidates who applied to our job posting and met the requirements to qualify as a Lateral Firefighter. Thirty-three candidates applied and twenty-eight (28) were invited to interview. Eighteen (18) candidates participated in the interview, five (5) candidates could not be contracted, and five (5) candidates withdrew. Eleven (11) candidates passed the interview and proceeded to the chief's interview. Eleven (11) candidates have been placed on the register.

Eight (8) candidates were male, one (1) candidate was female, and two (2) had unknown gender. Six (6) candidates were White/Caucasian, two (2) candidates were 2 or more ethnicities, one (1) candidate was Hispanic/Latino, one (1) candidate was African American/Black, and one (1) candidate was unknown race/ethnicity. The interview panel consisted of OFD BC Matt Gantenbein, OFD Lt Jeremy Fox, OFD Lt Kevin Maltz, OFD Lt Peter Gibney, OFD Firefighter Ryan Davis, and Nicole Anderson (OFD Admin/community member). Telli Norton from HR was also present in a monitor role.

Findings:

Eleven (11) candidates passed the interview in addition to passing the chief's interview and has been placed on the register in accordance with scores of 80.14-74.02

Policy Reference:

RCW 41.12.040(9), Organization of Commission-Secretary-Powers and Duties of Commission

Type: discussion **Version:** 1 **Status:** In Committee

Civil Service Rules, Rule IV, Examinations
Civil Service Rules, Rule V, Registers

Attachments:

EEO Stats Form
Lateral Firefighter Register

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